

2056 STAFF ENTRANCE INTO AND EXIT FROM SYSC

Chapter: **Sununu Youth Services Center**

Section: **Safety and Security**



New Hampshire Division for Children, Youth and Families Policy Manual

Policy Directive:

Approved:

Effective Date: **January 1, 2010**

Scheduled Review Date:

William W. Fenniman, DJJS Director

Related Statute(s): [RSA 621](#) and [RSA 621-A](#)

Related Admin Rule(s):

Related Federal Regulation(s):

Related Form(s):

Bridges' Screen(s) and Attachment(s):

To ensure the Safety and Security of the John H. Sununu Youth Services Center (SYSC), all staff of the Division for Juvenile Justice Services (DJJS) who enter SYSC shall do so using the Main Entrance.

Purpose

The purpose of this policy is to establish the Procedures for SYSC Staff entrance into and exit from SYSC

Policy

- I. Access Cards for SYSC Staff: Staff whose assigned workplace is SYSC shall each be assigned a level of access to SYSC by the Facility Administrator and shall be issued an access card that is programmed to permit entrance through those electronically controlled doors within SYSC that are consistent with the staff member's authorized access. Staff who misplace their access card shall immediately notify their direct supervisor so that the card can be cancelled and follow up by administration can be planned.
- II. Entrance in SYSC: Staff shall enter SYSC through the Main Entrance and proceed to the Staff Lounge and place all personal belongings that are not permitted within the secure perimeter of SYSC in their assigned locker or in the staff coatroom.
 - A. Following the appropriate storage of personal items, staff shall walk through the metal detector in the Main Lobby and request Central Control to provide access to the sally port.
 - B. Because it is recognized that staff may be authorized to bring into the secure perimeter items of personal property that could set off the metal detector, staff who set off the metal detector will not, as a matter of standard procedure, be subject to further search. However, in the interest of security, the Supervisor reserves the right to deny entrance into the secure perimeter of SYSC any staff member who has set off the metal detector until the Supervisor has conducted a search.
 - C. Staff required to use the Biometric Attendance Tracker will make a proper entry denoting their activity.
- III. Exit from SYSC: Except as provided in D below, all staff shall exit SYSC through the Main Entrance. Staff exiting SYSC through the Main Entrance may take their access card with them but must deposit any keys or temporary access cards/passes prior to leaving the Central Control Sally Port.

- A. All staff required to use the Bio-Metric Scanner will make a proper entry into the Bio-Metric Scheduling/Attendance Tracker denoting their activity within the secure Facility and follow the guidelines of "[2478 Biometric Scheduling/Attendance Tracker](#)" in regards to SYSC.
 - B. After exiting the sally port, staff shall pass through a key detector to verify that they are not leaving the building with facility keys.
 - C. Staff who exit SYSC during a sanctioned break period during their work shift and whose position requires them to remain available to be called back:
 - 1. Must carry a Unit Radio or draw one from Central Control so in the event they are needed they can be called back into SYSC.
 - 2. May not leave the SYSC Campus during the break unless authorized to do so by their direct supervisor or the Supervisor.
 - D. Staff may exit and re-enter SYSC through doors other than the Main Lobby during the workday under the following circumstances:
 - 1. Staff taking resident(s) to appointments off-campus shall exit and re-enter the building in accordance to the resident's Trust Status. Staff charged with care of residents whom have not achieved "Community Trust" will exit through the Admissions Unit sally port, leaving their keys in a locked box in the Admissions Unit.
 - 2. Physical education staff or other staff members taking residents outside for recreational activities may exit and re-enter SYSC through the sally ports in H Corridor, C Corridor, or A Corridor.
 - 3. Maintenance staff may exit and re-enter SYSC during the workday either through the Loading Dock sally port or the exterior doors in the Maintenance Department.
 - 4. Warehouse staff and Kitchen staff may exit and re-enter SYSC during the workday either through the Loading Dock sally port or the exterior doors in the Maintenance Department as needed to perform their job functions.
 - E. With prior notification to the Supervisor on duty, vocational education staff may exit and re-enter SYSC during the workday at locations other than the Main Lobby as needed to assist with deliveries or other program-related functions.
- IV. Staff Whose Assigned Workplace Is Not SYSC: DJJS staff whose assigned workplace is not SYSC shall enter SYSC through the Main Entrance and check in with the Receptionist. Staff who have personal property that is not permitted within the secure perimeter may place the property in the staff coatroom or request the use of a locker in the Lobby. Staff who have personal property that is necessary to their work within the secure perimeter that could set off the metal detector shall inform the Receptionist, who may communicate with Central Control.